

# Detroit Charter Commission

**Position Title:** Executive Director  
**Reports To:** Detroit Charter Commission (through the Chairperson)

## **SUMMARY**

Under the direction and supervision of the Detroit Charter Commission (the “Commission”), the executive director is responsible for overall management and operation of the Commission business office. The director ensures Commission assignments are completed in an expedient and professional manner.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The executive director is responsible for the overall leadership, operations, management, asset protection and marketing/public relations for the Commission, an elected, nine-member board tasked with reviewing, revising and if necessary, re-drafting the Home Rule Charter of the city of Detroit. The Executive Director is expected to create a positive, educational atmosphere for residents and businesses. Under the direction of the Commission chair, the Executive Director shall, be responsible for, but not limited to, the following:

- Serve as full-time administrator for the Commission.
- Implementing the strategic goals of the Commission.
- Through the chairperson of the Commission (the “chair”), enabling the Commission to fulfill its function(s) within the allotted time span.
- Managing all plans associated with specifications, administering and advising organizations as requested by the Commission.
- Under the direction of the chair, planning, attending and conducting all Commission and committee meetings, conferences and media events as well as meetings with various officials within and outside of city government.
- Supervision and training of administrative office staff and volunteers; coordinate and direct the activities of Commission staff and volunteers.
- Assist the Chair and committee chairs with the advancement of the Commission’s work.
- Research and provide statistics, data, and other information useful to, or requested by, the Commission and committees through their respective chairs.
- Carry out tasks assigned by the Commission, committees, or their respective chairs.

- Respond, through the Chair, to all Commission members who request advice on parliamentary procedure, motion preparation, and any other matters that assist with the work of the Commission.
- Assist the Commission Chair and all committee chairs with preparation of meeting agendas and backup materials, and coordinate same through the office of the City Clerk.
- Assist professionals and other contracted parties serving the Commission as needed.
- Meet with and obtain information from all City branches of government to obtain and share information for the Commission and its committees.
- Serve as the spokesperson to the media; prepare press releases; and arrange interviews; all in coordination with the Charter Commission Chair.
- Facilitate interactions between the Commission and any persons desiring to contribute to the Commission's work.

### **QUALIFICATION REQUIREMENTS**

- Minimum Master's Degree or its equivalent in experience, as determined by the Commission. The successful candidate must provide proof of graduation from an accredited college or university.
- Successfully pass a criminal background check as determined by the Commission and performed by the Detroit Police Department.
- Candidate must successfully pass drug screen upon hire.
- Adheres to current City of Detroit Ethics Ordinance and any updates to same.
- In-depth knowledge of, and experience in, municipal administration.
- In-depth understanding of policy issues related to Michigan government operations.
- Knowledge of City of Detroit operations.
- Sound leadership, communication and analytical skills.
- Ability to work effectively with a variety of stakeholders.
- Ability to:
  - analyze data and make recommendations;
  - establish goals and objectives;
  - formulate, explain, interpret, and apply policy;
  - coordinate the activities of various entities;

- establish and maintain working relationships with colleagues, staff, other departments, elected officials, and community groups;
  - develop and implement short and long-range plans;
  - coordinate the functions of a diverse group;
  - make presentations before groups;
  - exercise tact and diplomacy;
  - handle sensitive matters with discretion;
  - plan, organize, prioritize, and delegate work; and
  - exercise independent judgment to act, or give advice, based on the Commission's stated goals and objectives.
- Oversee all accounting functions including those necessary for auditing, budgeting, financial analysis, asset and office property management and payroll in accordance with generally accepted accounting principles, Commission policies and procedures, and all other applicable rules and guidelines.
  - Interact with other personnel and organizations, such as city, private enterprise and non-profit organizations in regard to matters affecting the Commission.
  - Responsible for grants and contracts management including negotiating research agreement terms that reflect the needs of the Commission; coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
  - Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for Commission operations. Establishes plans to achieve goals set by the Commission and implements policies, subject to Commission approval.

## **CORE COMPETENCIES**

To perform effectively in this position, the individual should demonstrate the following competencies. These core competencies represent effective administration of the Commission, its staff and the programs fulfilling the Commission's mission.

**Management:** Maintains effective systems of internal controls to account for all receipts and expenditures of funds. Manages corporate funds to maximize the earnings under the federal regulations.

**Job Knowledge:** Understands the technical aspects of managing a Commission agency; provides advice to the Commission and staff directly and/or solicits guidance from experts. Understands the duties and responsibilities of the position and keeps job knowledge up-to-date. Clearly understands the educational mission of the organization and continuously works to promote and achieve its goals.

Initiative in fulfilling the goals of the organization: From interactions with city agencies, Commissioners, staff, and the private sector, the Executive Director recognizes and brings to the attention of the chair, issues that affect the organization. Displays initiative in developing action plans and resolving problems as they occur, in consultation with the chair and other members of the Commission.

Communication: Communicates effectively with multiple audiences using a variety of formats. Examples include: written communications that clearly outline the situation and action items; verbal presentations and briefings to citizens, the Commission, and other city agencies if necessary; presenting at local meetings and to outside groups regarding a variety of issues affecting the Commission.

Dependability: Works responsibly while remaining conscientious, thorough, accurate and reliable with respect to achieving the organization's goals. This includes being available and responsive to issues and concerns as they arise.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the Executive Secretary is regularly required to greet citizens, perform routine office duties, have a proficiency in word processing and other computer programming and maintain the essential administrative functions of the office. The position requires extensive computer use so the employee must be proficient in using a computer, keyboard, and computer screen. The Detroit Charter Commission supports Title I and Title V of the Americans with Disabilities Act of 1990, as amended (ADA), which prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments. Therefore reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Reasonable accommodations may include, but are not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; providing adaptive office equipment; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters. Reasonable accommodation may be necessary to apply for a job, to perform job functions, or to enjoy the benefits and privileges of employment that are enjoyed by people without disabilities.

## **TRAVEL**

The executive director must be able to travel to attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

## **COMPENSATION**

This is a contractual position. Salary range is \$75,000 - \$135,000 per year, payable biweekly, through final approval or rejection of a proposed charter by the voters of Detroit. No city benefits shall be provided or accrue. Due to the limited duration of the engagement, leave time shall be limited to time off for actual illness, bereavement, and urgent family concerns.

Existing office space and phone(s) will be provided.

**Resumes will be accepted until January 29, 2010 and the review period will continue until February 2, 2010. Interviews will be conducted February 5 & 6, 2010 at a location to be announced. Cover letters and resumes may be submitted electronically or through United States mail in the following manner:**

**All electronic submissions shall be emailed to Commissioner Cara J. Blount at:  
[Blountc@detroitmi.gov](mailto:Blountc@detroitmi.gov).**

**All hard copies submissions shall be mailed to:**

**Commissioner John E. Johnson, Jr.  
P.O. Box 21339  
Detroit, Michigan 48221**

**No phone calls will be accepted.**